

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course: *Master Exercise Practitioner Program (MEPP) Series*** ***Enrollment for Series # 33, 34 & 35 is May 1 – July 1, 2014***

### **Course Dates:**

#### **MEPP Series #33:**

- E132 Discussion-Based Exercise Design and Evaluation  
October 6-9, 2014
- E133 Operations-Based Exercise Design and Evaluation  
December 1-4, 2014
- E136 Master Exercise Practitioner Capstone Course  
April 27-30, 2015

#### **MEPP Series # 34:**

- E132 Discussion-Based Exercise Design and Evaluation  
November 17-20, 2014
- E133 Operations-Based Exercise Design and Evaluation  
January 5-8, 2015
- E136 Master Exercise Practitioner Capstone Course  
June 15-18, 2015

#### **MEPP Series #35:**

- E132 Discussion-Based Exercise Design and Evaluation  
February 9-12, 2015
- E133 Operations-Based Exercise Design and Evaluation  
April 20-23, 2015
- E136 Master Exercise Practitioner Capstone Course  
August 3-6, 2015

### **Course Length:**

These courses are 4 days in length. Class times generally run from 8:00 a.m. – 5 p.m. each day.

### **Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### **Program Description/Course Design:**

The Master Exercise Practitioner Program (MEPP) is a three-course series designed to improve the capabilities of emergency management exercise personnel in every phase of the overall exercise process and in accordance with the policy, doctrine, practices and tools in the Homeland Security Exercise and Evaluation Program (HSEEP).

### **Course Goal:**

The primary goal of the MEPP is to increase the capabilities of MEPP candidates in mastery of the essentials of exercise program management and the overall exercise process in accordance with HSEEP.

### **Prerequisite:**

The following course completions are required prior to attending these courses:

- E/L/K 146 Homeland Security Exercise and Evaluation Program (HSEEP)
- IS-100.b Introduction to Incident Command System
- IS-120.a An Introduction to Exercises
- IS-130 Exercise Evaluation and Improvement Planning
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-230.c Principles of Emergency Management
- IS-235.b Emergency Planning
- IS-700.a National Incident Management System (NIMS), an Introduction
- IS-775 Emergency Operations Center (EOC) Management and Operations
- IS-800.b National Response Framework, An Introduction

# TRAINING OPPORTUNITY

**Target Audience:**

Participation is geared towards emergency management professionals with direct and full-time responsibilities for progressive, all-hazards exercise programs. This includes Federal, State, local, tribal, volunteer, public and private sector emergency management professionals. Applicants are expected to have experience on an exercise design team as a planner, controller/simulator, player and/or evaluator in HSEEP exercises.

**To Apply:**

PLEASE NOTE: Application procedures for FY2015 have been updated. For a complete list of application requirements, please visit:

<http://training.fema.gov/mepp/howToApply.aspx>

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

**Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

NETC Admissions will notify you of your acceptance into the course via email with an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics.

Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

**Selection Criteria:**

Applications will be reviewed starting July 1. You will be notified by mid-August if you are accepted. Applicants are expected to have experience on an exercise design team as a planner, controller/simulator, player and/or evaluator in HSEEP exercises.

**Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

**The SSN number is no longer required.**

**How do I obtain my FEMA SID number?**

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

**What do I do with this new SID number I have been assigned?**

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

For continual updates on other EMI courses, please sign up for **our free e-mail subscription service** at: <http://training.fema.gov/EMIWeb/IEMC/>

**EMI Point of Contact:**

For additional information contact course manager, Meghan Van Aken at (301) 447-1723, or email [Meghan.VanAken@fema.dhs.gov](mailto:Meghan.VanAken@fema.dhs.gov)

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